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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Orientation and Briefing Division

DATE: 8 January 1953

SUBJECT: Report for Week 1-7 January 1953

25 YEAR RE-REVIEW

I. INDOCTRINATION

- 1) On Monday, 5 January, 44 new persons attended the Indoctrination Program.
- 2) Mr. Charles T. Skow, Jr. of the Department of State, from the Office of the Director of the Executive Staff, has expressed a great desire to attend our Indoctrination Program. Apparently, State Intelligence is thinking of working up some similar kind of presentation. We have cleared this item with the Deputy Director of Training (General) who has given approval based upon our clearing the individual with Security. This is now being done.

II. ORIENTATION

- 1) A few days ago, a call was received from the Department of Agriculture which created much consternation. An assistant to the Secretary was asking us to surrender the auditorium on one of the days that we have already established for the Ninth Agency Orientation Course. The outcome was satisfactory since the Farmer Convention has been shifted to the afternoon and will not interfere with our program.

- 2) Some preliminary planning in format has been done on the next program following the receipt of the reactions of the Director of Training to our recommendations and discussions with the Deputy Director of Training (General). [redacted] and Colonel L. K. White have already agreed to participate. If Mr. Amory is not in military service, he will be glad to work with us on improving the Economic Panel. If he will not be available, we will secure the services of the most capable substitute. At the suggestion of [redacted] (Chief, Inspection & Review Staff, Office of DD/P), I have informally asked [redacted] (Acting Chief of Operations, Office of DD/P) as to whether he would handle the "CIA Collection" part of our next program. Since he was quite pressed for time, I will follow up this discussion with [redacted] at a later date.

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III. PRESENTATIONS

1) After a telephone conversation with Mr. Meloon (Personnel Director), [] (Deputy Personnel Director) came to this office to indicate that Mr. Meloon did not wish to participate in the Presentations Program at the present time and could make no commitment for the indefinite future.

2) Met with [], the Auditor-in-Chief, at his request to give suggestions to him on his presentation for 21 January. He will speak on the subject, "Dollars and Sense."

3) Spent considerable time with [], Chief, General Services, commenting upon visual aids which he has already designed and giving suggestions to aid him on his presentation for 4 February. [] will speak on the subject, "The What, Where and Why of General Services."

4) Following ~~with~~ the suggestion of the Director of Training, called [] of the Assessment & Evaluation Staff, TR(S), who is quite enthusiastic about making a presentation on 18 February. We agreed to meet and discuss details some time within the next few days.

IV. SPECIAL

1) Based upon oral clearance of the Director of Training, formulated arrangements to appear at the Naval Intelligence School on next Monday afternoon, 12 January.

2) We have designed a new method of presenting visual material in the Orientations Room. The General Services Office has agreed to pay for a specially constructed "menu board" which will replace the metal board which has been used to date.

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lcc: Chief, Plans and Policy Staff, OTR

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